

G♦O♦A♦L♦S I

GOVERNMENT ON-LINE ACCOUNTING LINK SYSTEM



Resource Book

Financial Projects Division
GOALS Marketing Staff

GOALS I Features

GOALS I consists of the following components:

SF224 Statement of Transactions

- ❖ Telecommunication of statement of payments and collections of departments and agencies for which Treasury disburses funds.
- ❖ Allows headquarters offices to print the SF 224 reports submitted to FMS by their field offices.
- ❖ Telecommunication of SF 224 data via a computer to computer link.
- ❖ SF 224 Statement of Transactions allows agencies to prepare the form using Gateway, a new method of cooperative interactive off-line processing. Thus reducing the cost to agencies.

SF 1219/1220 (Statement of Accountability/Transactions)

- ❖ Telecommunication of SF 1219/1220 (Statement of Accountability/Transactions) data to FMS from non-Treasury disbursed Federal Agencies.
- ❖ 1219/1220 (Statement Allows agencies to prepare the form of Accountability using Gateway, a new method of Transaction) cooperative interactive off-line processing. Thus reducing the cost to agencies.

FMS 2108 Year End Closing Statement

- ❖ Telecommunication of annual accounting Closing Statement report required by TFM 2-2040.40. This is the primary source of information used to compose the U.S. Government Annual Report.
- ❖ FMS 2108 Year End Closing Statement Bulk Transfer. Telecommunication of data via a computer to computer link.

Undisbursed/Receipt Account Reports

- ❖ Telecommunication of TFS 6653, 6654 and 6655 reports to Federal Agencies from FMS.
- ❖ Allows headquarters offices access to appropriation funds and receipt account data prior to generation of the Undisbursed/Receipt Account Reports.

TFS 6652-Statement of Differences

- ❖ Telecommunication of TFS 6652 to Federal agencies and TFS 5901 adjustment of agency deposits and debit vouchers, allows Federal Agencies timely access to their Statement of Differences. This gives agencies time to make corrections on next months SF 224.
- ❖ Background: All Federal agencies serviced by Treasury Regional Financial Centers (RFCs) submit monthly a SF 224 "Statement of Transactions" to Treasury. At the end of the month, transactions from the OPAC system and reporting from the RFC are compared to the SF 224 submitted by the agency. This comparison is used to create the disbursement Statement of Differences (which is sent only to agencies with disbursement differences). Also

on a monthly basis, a Deposit Statement of Differences is prepared by comparing agency reporting with the reporting from the bank community. This statement is sent to all Federal Agencies. These two reports are essential for Government Agencies to make corrections to next month's SF 224.

On-Line Payment and Collection System (OPAC)

- ❖ Telecommunication of interagency SF 1081 transactions, TRACS and Limited Payability.
- ❖ SF 1081 transfer, via Gateway, the telecommunication of interagency cooperative interactive off-line processing which reduces the cost to agencies.

Regional Financial Center Agency Link (RFCAL)

- ❖ Allows agencies access to paid disbursement data by Treasury Regional Financial Centers.
- ❖ Telecommunication of paid disbursement data via a computer to computer link.

SF 133 Report on Budget Execution

- ❖ Telecommunication of SF133 report on Budget Execution data to FMS from federal agencies.
- ❖ Telecommunication of SF133 report on Budget Execution data via a computer to computer link.

Retirement and Insurance Transfer System (RITS)

Allows federal payroll offices to transmit electronically the information for retirement, health and unemployment benefits.

Federal Agencies' Centralized Trial Balance System (FACTS I)

Telecommunication of financial reporting - data via an adjusted trial balance using (FACTS I) the standard general ledger accounts and other data elements as the processing mechanism. FACTS I eliminated the SF220, 220-1, 221, 222 and 223 financial reports.

***Gateway provides a cost-effective and easy-to-use link between the agencies' personal computers (PCs) and the main GOALS I database. This method decreases the amount of time you must be connected to the on-line system and therefore decreases the costs associated with connection time.**

Agency Location Code (ALC) Masterfile

Allows agencies to perform on line queries to determine ALC addresses and agency contact information for billing purposes or other accounting matters.

GOALS I Administrative Information

Allows agencies to print monthly and quarterly billing statements, update/renew reimbursable agreements on line, print the OPAC contact list and view system messages.

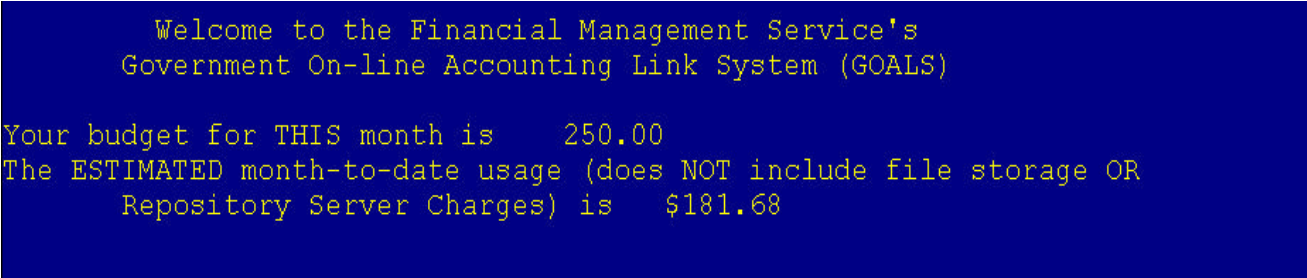
BECOMING A GOALS I USER

The Financial Management Service in conjunction with a contractor developed GOALS I and has retained responsibility for maintaining the system and acting as liaison to the users. When an agency elects to subscribe to GOALS I, the GOALS Marketing Staff will quote the estimated timesharing costs, initiate a reimbursable agreement or will update an existing agreement based on information obtained from the agency. The Customer Assistance Staff of the Treasury Regional Financial Centers can also provide this service. Once the reimbursable agreement is in effect, then GOALS Marketing Staff will issue the user ID and password and the users manuals that will facilitate

access to the system. Establishing and updating a reimbursable agreement are discussed in the Section on GOALS I billing.

ACCESSING GOALS I

Instructions for signing on to GOALS I are contained in each user manual. Telephone numbers may be obtained from the GOALS Marketing Staff. After a valid entry, the system will display the GOALS I Welcome Message: (example)

A screenshot of a computer terminal window with a blue background and yellow text. The text displays a welcome message and budget information.

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      Welcome to the Financial Management Service's
      Government On-line Accounting Link System (GOALS)

Your budget for THIS month is      250.00
The ESTIMATED month-to-date usage (does NOT include file storage OR
Repository Server Charges) is      $181.68
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The monthly budget as well as the estimated month-to-date usage will always be displayed. The monthly budget will be the agency's annual budget divided by the number of months remaining in the fiscal year. The ESTIMATED month-to-date usage is computed after each session and the ACTUAL year-to-date usage is computed at the end of each billing cycle. These messages provide a monitoring tool for agencies to track their expenditures. When users have spent their monthly allocation, they will receive a warning message when they sign on. When they exceed their monthly budget by 50% they will be denied access to the system. At that time they must contact the GOALS I Marketing Staff at the number provided on the screen to increase the amount of their budget and to discuss the reasons they exceeded their monthly budget. If an agency continues to exceed their monthly budget, consideration should be given to increasing the budget for the remainder of the fiscal year.

Following the welcome message, the GOALS I Menu will be displayed. The GOALS I Main Menu, the Automated Reports Menu and the GOALS I Administrative Information Menu are found in Exhibit I.

GOALS I BILLING

The Financial Management Service developed GOALS I based on the use of a commercial timesharing service through which accounting and financial data is telecommunicated. Users share the cost of the system with FMS and accrue charges based on their access, processing, overhead and storage. Agencies are billed in accordance with the terms of the reimbursable agreement they establish with the Financial Management Service.

GOALS I Administrative Information Menu

The GOALS I Administrative Menu contains options that allow users to print their month and quarterly billing statements and renew their reimbursable agreement on-line. An electronic "mailbox" feature notifies agencies of pertinent information concerning the system in lieu of mass mailings. Exhibit I, includes the GOALS I Administrative Menu. Printing the Billing Statement and updating the Reimbursable Agreement are more fully discussed in the following sections.

The sub-menu option "View System Messages" should be accessed when a date or a change in the date appears in the GOALS I Menu. The date next to this option indicates the latest update to the messages.

Establishing the Reimbursable Agreement

To become a GOALS I user, an agency should contact a member of the GOALS Marketing Staff or the Customer Assistance Staff of its servicing Treasury Regional Financial Center. The marketing team member will prepare an Information Statement, based on data the prospective user provides. Exhibit II, is a sample of the Information Statement. Agencies are expected to furnish specific estimates regarding volume of activity and frequency of access in order that accurate cost estimates can be computed. The Information Statement forms the basis for a reimbursable agreement. After the agreement has been signed by both the Financial Projects Division and the Budget Division of FMS, it will be forwarded to the user agency for appropriate signature together with users' manual(s). Once the signed agreement is returned to the Financial Projects Division, the user will be contacted and provided with an ID and password. Exhibit III is a sample of the Agreement for Reimbursable Services. Agencies should note that the estimated cost is for the remainder of the fiscal year, not a monthly estimate.

Amending the Reimbursable Agreement

Every effort is made to provide agencies with accurate cost estimates when reimbursable agreements are established. However, as new components are added to the system and/or agency usage changes, it may be necessary for an agency to increase or decrease the amount of the reimbursable agreement. In those instances, authorized agency officials should call the Financial Projects Division to request an increase in the contract amounts. Ordinarily pen and ink changes will amend the existing contract; however, FMS will continue to sign any internal agency agreement as a courtesy to the requesting agency.

Renewing the Reimbursable Agreement

Reimbursable Agreements are established for current fiscal year usage only. During September of each year, agencies are asked to renew or cancel their agreements for the forthcoming fiscal year. Renewal of agreements will be accomplished on-line and will be effective October 1.

Every controlling ALC (that ALC initiating a Reimbursable Agreement) will be sent a users' manual instructing the agency of the actual renewal process at the time the reimbursable agreement is established. Those ALC's "riding" an established agreement will be requested to forward their next fiscal year budget requirements to the controlling ALC for actual transmission.

The timeframe for renewing Reimbursable Agreements will be approximately from the first through the fifteenth workday of September. During the remainder of the year, this option will be closed to agencies and on-line access will not be permitted.

During the year, however, budgeted amounts can be increased or decreased (with proper user agency approval) to accommodate agency usage of the system. As new components to GOALS I are added and agencies elect to use them, budgeted amounts also can be increased. This can be accomplished verbally or in writing by contacting the Financial Projects Division at the number provided on the monthly GOALS I billing statement.

Contact Lists

The GOALS I Administrative option contains the following contact lists for the use of the agencies:

- OPAC Contact List (MM/DD/YY)
- ALC Contact List (MM/DD/YY)
- FMS Organization Chart (MM/DD/YY)

The OPAC Contact List shows all agencies that have access to the OPAC component of GOALS I by agency, ALC, DO symbol, contact name and phone number. This replaces the paper listings that were previously mailed to the agencies. Changes to this list should be called in to the GOALS Marketing Staff 202-874-8270.

The Agency Location Code (ALC) list shows valid four digit and eight digit ALC's with address, contact person and phone number.

FMS Organization Chart lists management personnel from supervisory levels up to the Commissioner by name, title and phone number.

The contact lists are updated regularly. When changes are made, the date after the menu selection will change. Agencies will know how current their list is by checking this date.

Billing Cycle Statement

GOALS I users reimburse the Financial Management Service for access, processing, overhead and storage utilized on GOALS I. Agencies are billed on-line every month. The following scenario illustrates the billing cycle:

Agency Accesses GOALS I	January 1 through January 31
Timesharing Invoice Submitted to Treasury by Contractor	Approximately February 15
Billing Statement Available via Terminal for Agencies to Print	Approximately February 20 through March 15
Agency Adjusts Internal Records Based on Billing Statement	Approximately February 20 March 15
Treasury Prepares the SF-224	February SF-224 submitted the first week of March
Agency Receives TFS-6653 for Reconciliation Purposes via GOALS I	February TFS-6653 available after 16th workday of March
Quarterly Billing lists billing for the prior three months.	After the 20th of January, April, July and October

Users will know their invoices are available for printing when they access the system and see their system usage for the previous month displayed in the Welcome Message. Agencies should be aware of the following:

- Customer agencies do not receive an SF 1081 or an OPAC bill for their use of GOALS I
- Bills should be printed monthly. Prior months' statements cannot be recalled.

-If an agency's billing is controlled by headquarters; they must establish procedures to control GOALS I with appropriate headquarters' staff.

-Adjustments to bills are functioned against the agency's ID and are not prorated among the users of an appropriation.

Exhibit IV, show a sample of the monthly billing statement. The payment date represents the month for which the agency uses the system; not the date Treasury effects the payments.

USER SERVICES

Financial Management Service is committed to providing the highest possible level of service to the users of the Government On-Line Accounting Link System. The GOALS Marketing Staff in the Financial Project Division and the Customer Assistance Staff of the Treasury Regional Financial Centers, market the GOALS I components by conducting agency presentations, answering user questions, developing and distributing promotional materials, organizing user support groups and formatting selected disks. Staff members in the Financial Requirements Division develop the applications, work with the Contractor, and provide operational assistance to users through GOALS Marketing Staff and the Customer Assistance Staffs.

The address and telephone numbers of the GOALS Marketing Staff and the Treasury Regional Financial Centers are provided in Appendix C.

Agency Presentations

GOALS Marketing Staff and Customer Assistance Staff members conduct interagency briefings and GOALS I training. Sessions are held in Hyattsville, Maryland, as well as in field locations and are free of charge to agencies. Staff members may be available to conduct on-site agency presentations and training subject to the availability of travel funds. Users may contact the GOALS Marketing Staff or the Treasury Regional Financial Centers for more information.

User Groups

Sessions are held yearly, users may contact GOALS Marketing Staff for more information.

EFFICIENT USE OF GOALS I

The Financial Management Service is concerned about providing the most economical service possible to customer agencies via the GOALS I network. The GOALS Marketing Staff and the Treasury Regional Financial Centers are available to provide agencies with accurate cost estimates before they access various GOALS I components, to train users to use the system effectively and to assist users in solving problems if they arise. Ways in which agencies can more efficiently use the system and a list of frequently made errors are listed below:

Simple Mistakes/Simple Solutions

- Be sure the printer is turned on.
- Depress the enter key after each on-line entry.
- Enter "X" after //, if it does not appear on the system when you sign on.
- Enter password correctly –
 1. All capital letters
 2. No spaces

3. Remember the comma
4. Use zero for numeric entry
5. You get four chances before being disconnected from GOALS I.
6. Turn on caps lock key.

- Observe sign-off instructions provided in users manual.
- If system stops in the middle of printing, hit the "break" key or "F2", if using IBM PC.
- If possible, avoid using the system for GOALS I components other than SF 224 during heavy use time – 3rd to 5th workdays of each month. Enter your SF 224 before the 3rd workday.
- Call 1-888-234-7802 when using 2400 baud, 1-888-234-7801 when using 9600 baud
 - and dial 8 or 9.
- Use the system efficiently - Combine activities.
- Use normal log off procedures - updates will not accumulate if you don't.

EFFICIENT USE OF GOALS I

1. Use most recent version of PC Link. (5.4) or WPCLINK for Windows 95 or NT. (1.0E)
2. Enter data correctly and review before finalizing.
3. Print reports once and only when needed; reproduce additional copies.
4. Plan use of the system (i.e. schedule call up of reports; call up data once a month; group bills).
5. Read GOALS I welcome message and note actual cost.
6. Monitor system use and use off-line and bulk transfer whenever possible.
7. Be familiar with the hardware.
8. Read the prompts.
9. Print out menus and post near terminals.
10. Have data prepared for input; ensure reports are balanced. Do not use the system as a calculator.
11. Use PC Link with off-line applications.
12. Control use of ID.
13. Where applicable, purge data after printing.
14. Have a single telephone line for the system.

15. Make corrections properly.
16. Pay attention to number of characters allowed per line.
17. Update data only when needed.
18. Agencies should train new ID holders.
19. Send appropriate personnel to applications training.
20. Call GOALS Marketing Staff for scheduling on-site demos.
21. Be specific in reporting problems; keep log of problems.
22. Call for assistance to test equipment -- DO NOT test equipment on paying IDs.

INSTRUCTIONS FOR VARIOUS COMMUNICATIONS PACKAGES

After being connected, follow these procedures:

. . Return

Wait 4 seconds (Must wait 4 secs.)

. . Return

Wait 4 seconds

System responds with:

Type HELP FOR ASSISTANCE

Net _____

Please sign on number

--->> Type CALLCDSN Return

System responds with:

// TYPE X RETURN

Systems responds with:

Please sign on TYPE IN ID AND PASSWORD

INSTRUCTIONS Switching Communications to a Different Serial Port

Turn on PC (if PC is already on, warm boot or cd\ to get to root directory)

AFTER ALL COMMANDS, HIT ENTER/RETURN KEY

1. HARD DISK - at C>

(type) CD\PCL54

PCL54> (type) COPY CON CONTROL.PCL (enter)

(type) COMMLINE=2 (enter)

(HIT) F6 (will obtain ^Z) (enter)

Log off

Log on and continue with application

2. 2 DISK DRIVE

A> PCL54 Disk

Turn PC on or warm boot

A> (type) COPY CON CONTROL.PCL

(type) COMMLINE=2 (enter)

(Hit) F6 (will obtain ^Z) (enter)

Log off

Log on and continue with application

Appendix C

GOALS MARKETING STAFF

Department of the Treasury
Financial Management Service
Financial Projects Division
3700 East-West Highway Room 800-B
Hyattsville, MD 20782
(202) 874-8270
(202) 874-6170 – fax
GOALShelp@fms.sprint.com - e-mail address

TREASURY REGIONAL FINANCIAL CENTERS CUSTOMER ASSISTANCE STAFF

Austin Financial Center
Austin, Texas 8-(512) 482-7211

Chicago Financial Center
Chicago, Illinois 8-(312) 353-2364

Kansas City Financial Center
Kansas City, Kansas 8-(816) 414-2101

Philadelphia Financial Center
Philadelphia, Pennsylvania 8-(215) 516-8016

San Francisco Financial Center

GOALS I PROGRAM DISKS

RETIREMENT & INSURANCE TRANSFER SYSTEM (RITS)

Insert Off-line diskette into 'A or B' drive
and type SF 2812 and press enter.

CDC/PC LINK COMMUNICATIONS SOFTWARE

Insert diskette into 'A' or 'B' drive
MD\PCL54
CD\PCL54
C:\PCL54>Copy A:*. * (Enter)
To access:
At the DOS prompt type: CALLCDC

GATEWAY APPLICATIONS

FMS 2108, SF224, SF1219/1220, FACTS I and OPAC type Install and enter. If there is more than one diskette, take out and put in your programs or data diskette.

Exhibit I

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                                G O A L S  Menu
                                -----

1 = Automated Reports
2 = On-line Payment and Collection System (OPAC)
3 = RFC / Agency Link
4 = Retirement & Insurance Transfer System (RITS)
5 = Not Available
6 = GOALS Administrative Information  8/19/99
7 = LOG onto another ID
8 = Sign OFF

Which GOALS MENU OPTION do you want (0 to 8; 0 = list of options) ?
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GOALS I MENU OPTIONS

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                                Automated Reports Menu
                                -----

1 = SF 224 System
2 = Undisbursed / Receipt Account Reports
3 = Federal Agencies' Financial Reports
4 = TFS 6652 - Statement of Differences
5 = SF 1219/1220 System
6 = SF-133 Report on Budget Execution
7 = FEDTAX
8 = FMS 2108
9 = FRB Letter of Credit
10 = FACTS
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GOALS Administrative Information Menu

- 1 = Print the Monthly Billing Statement MM/DD/YY
- 2 = Update the Reimbursable Agreement MM/DD/YY
- 3 = View System Messages 8/19/99
- 4 = FMS Organization Chart 8/13/91
- 5 = Quarterly Billing Status MM/DD/YY
- 6 = Not Available
- 7 = OPAC Contact List 7/19/99
- 8 = Direct Intergovernmental ALC Listing (DIAL)
- 9 = Return to G O A L S Menu

SAMPLE DATA

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
BILLING STATEMENT

THIS BILL REPRESENTS OVERHEAD, ACCESS, PROCESSING AND STORAGE
CHARGES FOR: JANUARY 1994

AGENCY NAME	AGENCY LOCATION CODE
DEPT OF THE INTERIOR	(14050001)
BILL NUMBER	PAYMENT DATE
00ABC649	JAN 01, 1994
TOTAL AMOUNT CHARGED TO YOUR ALC	\$204.00
BILLING OFFICE	AGENCY LOCATION CODE
FINANCIAL SYSTEMS DIVISION	20180100

Your account has been charged. Please update your internal records. DO NOT REPORT this charge on your Statement of Transactions.

For billing discrepancies, call: (202) 874-8270

Quarterly Billing Status Report

ALC	GOALS I ID	OCT	NOV	DEC	FYTD
20000000	YCJ001	0.95	30.73	1.08	32.76
20000001	YCJ002	58.33	104.06	62.14	224.53
20000002	YCJ003	2255.94	1201.10	906.11	4363.15
20000003	YCJ004	149.27	82.16	110.17	341.60
20000004	YCJ005	394.22	346.56	409.10	1149.88
20000005	YCJ006	55.62	83.11	91.26	229.99

TOTAL 2914.33 1847.72 1579.86 6341.91

Quarterly Billing Status Report
(for one ALC)

ALC	GOALS I ID	OCT	NOV	DEC	FYTD
90000000	YCJ999	24.00	26.00	22.00	72.00

